

Appendix 1: Programme Regulations



WAETURE HŌTAKA | PROGRAMME REGULATIONS

New Zealand Certificate in Skills for Living for Supported Learners (Level 1, 60 credits)

To be read in conjunction with the NZQA Qualification Document, Te Kawa Maiororo, and other relevant policies and procedures.

These programme regulations apply to the New Zealand Certificate in Skills for Living for Living for Supported Learners (Level 1, 60 credits), which leads to the award of the New Zealand Certificate in Skills for Living for Supported Learners (Level 1, 60 credits).

These regulations come into effect from Semester 1, 2025.

1. Ngā Ture Hei Whakaurunga | Admission Requirements

1.1 Whakaurunga Whānui | General Admission

This programme has been designed to meet the needs of learners who have learning disabilities, including those with an neurodiverse disability who are motivated to move into paid employment.

To be admitted to this programme, all applicants must meet the following requirements:

- be aged 18 years or over on the first day of the semester in which he or she commences study.
- be a New Zealand citizen or permanent resident.
- Attend an interview with academic staff (including Interview record and student profile) to provided sufficient evidence of aptitude or appropriate work that would indicate a successful outcome in the qualification.

1.2 Whakaurunga Reo Pākehā | English Language Admission Requirements

Through the provisions of 1.1c (above), all applicants are also required to demonstrate a level of functional communication in English that allows them to participate in the programme.

This programme is not available for international applicants.

2. Paearu Kōwhiri Tukanga | Selection Criteria & Process

2.1 Paearu Kōwhiri | Selection Criteria

Applicants will be admitted to the programme in the order in which they provide a complete application which meets the above Admission Requirements.

3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga | Requirements for the Award of the Qualification

3.1 Whakaemi Tūtukitanga | Credit Accumulation

To be awarded the New Zealand Certificate in Skills for Living for Supported Learners (Level 1, 60 credits), a student must successfully complete a minimum of 60 credits in the pattern set out in Table 1 from the courses set out in Table 2 and attend a minimum of 80% of all taught sessions and assessment events in the programme unless there are mitigating circumstances approved by the Programme Academic Quality Committee.

Table 1: Credit Requirements for the New Zealand Certificate in Skills for Living and Working (Level 1, 60 credits)

Level	Compulsory Credits	Elective Credits	Total Credits
1	60		60
			60

Table 2: Course Details – Compulsory Courses for the New Zealand Certificate in Skills for Living for Supported Learners (Level 1, 60 credits)

All courses in this programme are compulsory

Course No	Course Name	Credits	Pre-requisites	Co-requisites
Level 1				
BPED1101	Oranga- Everyday Living	15		
BPED1102	Mahere Puukenga- Planning and Literacies	15		
BPED1103	Hauora- Health and Wellbeing	15		
BPED1104	Rangatiratanga- Community Participation	15		

3.2 Mahi Waehanga Pāhekoheko | Work Integrated components

Work integrated learning is embedded throughout the courses of the New Zealand Certificate in Skills for Living for Supported Learners (Level 1)

3.3 Mahi Akoranga I A Wāhanga | Course Load per Semester

The normal full-time course load is 30 credits per semester. The normal part time course load is 15 credits per semester.

3.4 Whakaurunga Takiwā | Enrolment periods

- a. The normal enrolment period is one year (full-time study) or two years (part-time study).
- b. Students who are prevented by ill health, or other cause, from completing the programme requirements within the maximum period of enrolment, the relevant Academic Authority may approve suspension of enrolment for the programme for up to a maximum of one year.
- c. The maximum period to complete this qualification, with the approval of the relevant Academic Authority is five years.

4. Tūtukitanga Whakamihi | Credit Recognition

4.1 Whakawhiti Tūtukitanga | Cross Credit

- a. Credits will not be awarded for successful study that took place more than 5 years prior to the date of first enrolment in the programme.
- b. A student may be awarded credits or exemptions in recognition of successful equivalent study, at the same or a higher level in the context of another programme.
- c. The credit recognition may be:
 - i. specified, where there is direct equivalence of the learning outcomes of a completed course and a course in the programme; or
 - ii. unspecified, where the previous study has taken place in a programme with a similar philosophy but there is no exact match in the programme's courses.

4.2 Aromatawai Tōmua | Assessment of Prior Learning (APL)

Assessment of Prior Learning is available for all courses in this programme. APL decisions will be made on a case-by-case basis under the Unitec Assessment of Prior Learning Policy.

5. Waeture Aromatawai | Assessment Regulations

5.1 Whānui | General

The due dates for all summative assessment work will be notified at the commencement of each course.

5.2 Aromatawai I Roto I Te Reo | Assessment in Te Reo

All students have the right to submit any summative assessment task in te reo Māori. The process for submission of summative assessment work in te reo Māori is detailed on Programme Moodle pages and other course material.

Assessment using te Reo Māori is governed by the Unitec Assessment in Te Reo Māori policy.

5.3 Paparahi Aromatawai | Assessment basis

Assessment in this programme is competency based.

5.4 Ākoranga Taumata / Tātaungia Ngā Ākoranga Taumata | Course grades / Calculation of course grades

Course grades are calculated using the following criteria:

Table 7: Competency based assessment system

Grade	Meaning	Result
P	Pass	Credits Earned
NC	Not Yet Competent	No Credits Earned

5.5 Paearu Taumata | Grade criteria

Students may be awarded one of the following grades for a course as per the criteria described in Table 8:

Table 8: Grade Criteria

Grade	Meaning	Criteria
CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification
DEF	Deferred	The course result has been deferred
DNC	Did not Complete	The grade DNC (Did Not Complete) is recorded if a student has either withdrawn after 80% of the scheduled Course duration; or not attempted a compulsory item of Assessment within a Course. No Credits earned.
W	Withdrawn	If a student withdraws from a course after the 10% date of the course is completed and up to or at the 80% date of the course. No credits earned.

5.6 Tāpaetanga Tōmuri | Submission and late submission of work

- No assignments will be accepted five (5) days (inclusive of weekends) after the due date. If the assessment is not compulsory, the student will receive a 'zero' grade for that assignment. If the assignment is compulsory, then the student will receive a DNC grade for the entire course.

5.7 Whakamātautau Anō, Whakamahia Anō | Resits and resubmissions

A student may apply to undertake a resit/resubmission for a failed assessment within 5 days of receiving their marked assessment.

- Students are entitled to a maximum of two resubmits each failed assessment event.
- All resits and resubmissions will be carried out within a specified time period as agreed with the relevant academic authority. In all cases, the original marked assignment will accompany resubmitted assignments. If resubmitted work is not accompanied by the original marked assignment, the resubmitted work will not be marked and the original grade will stand.

5.8 Āhuatanga Aromatawai Motuhake | Assessment Concessions

Any student whose performance in a summative assessment is affected by factors beyond their control may apply for Assessment Concession under the following conditions:

- The student was unable to complete the summative assessment item; *or*
- The students' ability to complete the summative assessment (preparation/performance) was impaired; *or*
- The student needs to request extra time to complete the summative assessment

5.9 Akoranga Tuaruatanga | Repeating Courses

Students may enrol and repeat courses that they have failed, up to 2 times. Permission to enrol a third time is governed by 5.11 below.

Students who are repeating a course would normally be required to submit all assessment items. In some cases, with the prior approval of the relevant Academic Authority, students may not be required to repeat an equivalent assessment item that they had previously passed. This should be negotiated within the first two weeks of the commencement of the course.

5.10 Whakakorenga | Exclusions

No student will be allowed to enrol in any course more than twice unless there are exceptional circumstances approved by the relevant Academic Authority.

Any student who, over the period covered by the last four semesters of his or her studies at Unitec, (including, where relevant, study at other institutions) has not achieved a Pass Grade in courses equivalent to at least 50% of the credits in which he or she has been enrolled over that period, shall be excluded from the Programme and shall not be permitted to re-enrol in any programme without the prior permission of the relevant Academic Authority.

5.11 Tono Pira | Appeals

Students may appeal the decisions made under these regulations in accordance with the Appeals and Complaints Policy.

6. Whakarite Tauwhirowhiro | Transitions Arrangements

It is the intention of Unitec that no learner should be disadvantaged by any transitional arrangements. Learners who are unable to complete the qualification will be assessed on a case-by-case basis and will ensure that the graduate profile outcomes have been met through either electives, prior learning, experience or additional assessment.

7. Whakaritenga Whānui | General Provisions

7.1 Tautuhi kupu ā-kaupapa | Definition of Terms

In these regulations, unless the context otherwise requires, the following definitions shall apply:

- ‘Affected’ means influenced in some way. For time-constrained items such as tests, Examinations, and presentations this may include the inability to attend any or all of the Assessment events, or diminished performance. For other items it may be the inability to meet deadlines, or diminished performance within deadlines.
- ‘Factors beyond the control of the Student’ means any circumstance or situation, which the Student could not have reasonably prevented, including, but not limited to, sickness or injury to the Student, or bereavement.
- ‘Relevant Academic Authority’ refers to an individual or role holder, or in some cases a committee, who have been delegated the authority to make a decision within a specific circumstance. A schedule of the various relevant academic authority delegations are maintained by the Programme Academic Quality Committee responsible for the Programme.